

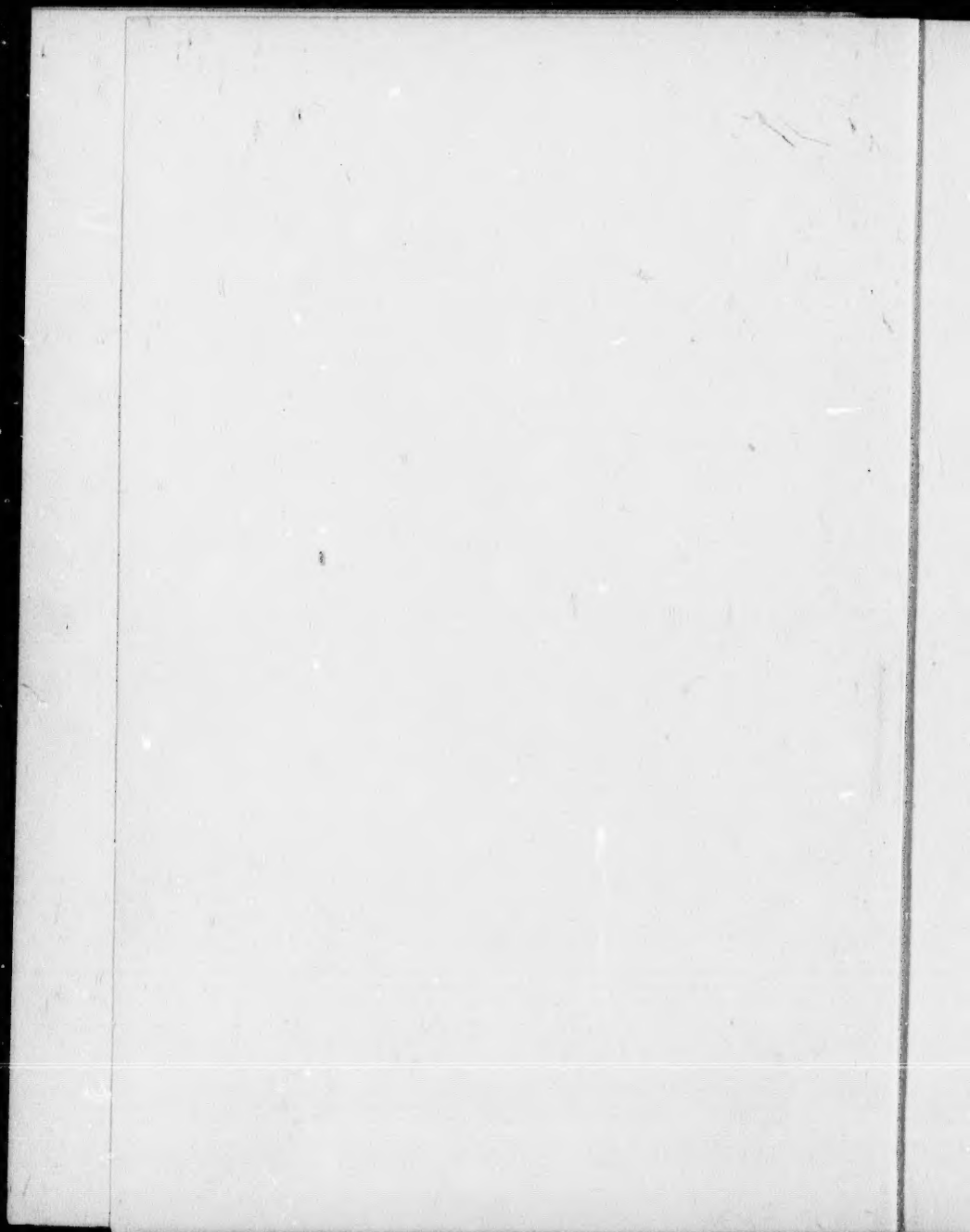
REPORT OF THE

COMMISSIONER

BOARD OF EDUCATION

OF THE CITY OF NEW YORK

1902



RULES OF ORDER
AND
REGULATIONS
OF THE
BOARD OF EDUCATION
OF THE
CITY OF HAMILTON,
1900.



HAMILTON PUBLIC LIBRARY

NOV 19 1934

1900; Cop 1

Board of Education

FOR 1900.

DAVID DEXTER, - - - - -	WARD No. 1
W. J. GRANT, - - - - -	" " 1
S. F. LAZIER, Q. C., - - - - -	" " 2
J. W. JONES, LL. B., - - - - -	" " 2
J. J. MASON, - - - - -	" " 3
HY. NEW, - - - - -	" " 3
WM. CLUCAS, - - - - -	" " 4
S. J. WHITEHEAD, - - - - -	" " 4
FENNOR F. DALLEY, - - - - -	" " 5
ADAM ZIMMERMAN, - - - - -	" " 5
ALEX. MCPHERSON, - - - - -	" " 6
JNO. B. BUCKINGHAM, - - - - -	" " 6
T. H. PRATT, - - - - -	" " 7
GEO. C. HOLDEN, - - - - -	" " 7
HUGH MURRAY, - - -	COLLEGIATE INSTITUTE
ALEX. TURNER, - - -	" "
WM. BELL, - - -	" "
A. WOOLVERTON, M.A., M. D.,	" "
JAS. CHISHOLM, B. A., LL. B.	" "
W. H. McLAREN, - - -	" "
JOHN RONAN, - - - - -	" "

Organization of Board, 1900.

Chairman.

A. WOOLVERTON, M. A., M. D.

STANDING COMMITTEES.

Internal Management.

MESSRS. HY. NEW, (Chairman), GRANT, JONES,
CLUCAS, DALLEY, McPHERSON, HOLDEN,
TURNER, CHISHOLM AND McLAREN.

Building.

MESSRS. A. ZIMMERMAN, (Chairman), WHITE-
HEAD, PRATT, BELL AND RONAN.

Finance.

MESSRS. J. J. MASON, (Chairman), DEXTER,
MURRAY, BUCKINGHAM AND LAZIER.

OFFICERS.

INSPECTOR OF PUBLIC SCHOOLS,

W. H. BALLARD, M. A.

PRINCIPAL OF COLLEGIATE INSTITUTE,

R. A. THOMPSON, B. A.

VICE-PRINCIPAL, - - -

J. B. TURNER, B. A.

SECRETARY, - - - -

THOS. BEASLEY.

ASSISTANT SECRETARY,

S. H. KENT.

TREASURER, - - - -

ALEX. STUART.

MESSSENGER, - - - -

CHAS. SMITH.

Board,

M. D.

TEES.

nt.

GRANT, JONES,
HOLDEN,
LAREN.

nan), WHITE-
CONAN.

an), DEXTER,
LAZIER.

LLARD, M. A.
TE,
MPSON, B. A.
NER, B. A.
SLEY.

T.
ART.
CH.

RULES OF ORDER.

Regulating the Proceedings of the Board of Education of the City of Hamilton, and the Committees thereof, and defining the duties of the Standing Committees and Officers, and regulating the Public Schools and Collegiate Institute.

1—The Regular Meetings of the Board shall, unless otherwise ordered, be held on the second Thursday of every month at eight o'clock, p. m., unless said Thursday be a public holiday, in which case the meeting shall be at the same hour on the next following day not being a public holiday. If there be no quorum present within half an hour after the time appointed for the meeting, the Board shall stand adjourned until the next regular day of meeting, subject to rule No 3.

2—When at any session of the Board the hour of 11 o'clock p. m., shall be reached the Chairman shall declare the Board adjourned, and leave the chair; should the Board be in Committee of the

Whole at that hour, the Committee shall rise and ask leave to sit again at a future meeting of the Board.

3—Whenever a meeting may be required for special business, it shall be called by the Chairman at such time as he may deem requisite; or at the request of any eleven members of the Board, the Secretary shall summon the meeting, and it shall not be competent to consider or decide upon any matter at a special meeting, unless such matter has been fully explained in the notice calling the meeting.

4—As soon as a quorum (to consist of at least eleven members) is assembled, the chair shall be taken and the proceedings of the meeting commenced by the Secretary reading the minutes of the last regular meeting and any intermediate special meetings.

5—Whenever an adjournment takes place in consequence of there not being a quorum present, the names of the members present shall be inserted in the records of the Board.

6—The Chairman, or other presiding officer, shall preserve order and decorum, and decide upon questions of order, subject to an appeal to

the Board, and shall state the rule applicable to the case, if required.

7—If the Chairman is not in attendance within fifteen minutes after the hour appointed, the Secretary shall call the meeting to order and a member shall be chosen to preside until the arrival of the Chairman.

8—In the absence of the Chairman one of the members present shall be chosen to preside, and he shall take the Chair and preside during the absence of the Chairman, and at the meeting only at which he has been so chosen; the person appointed to preside shall have the same authority in presiding at the meeting as the Chairman of the Board would have had if present. The Chairman or person presiding may vote on all questions and any question on which there is an equality of votes shall be deemed to be negatived.

9—In the absence of the Chairman from sickness or other cause, the Board may from among the members thereof appoint a presiding officer, who during such absence shall have all the powers of the Chairman of the Board.

10—The business of the Board shall be taken up in the following order :

- 1st.—Reading of Minutes.
- 2nd — Presentation of petitions and memorials.
- 3rd.—The reading of the same by the Secretary.
- 4th.—The presentation of reports from the Standing Committees, according to seniority, and Special Committees, according to date of appointment.
- 5th.—The reference of petitions or memorials by the Chairman to their appropriate Committees without motion.
- 6th.—The consideration of the reports of the Standing Committees in the order in which they were presented, and of Special Committees according to seniority unless with the unanimous consent of the members present.
- 7th.—The consideration of any business of which notice has been given at a previous meeting.
- 11—Notice, in writing, of intention to introduce any measure or resolution, may be given at any time during the meeting, and shall always be entered on the order of the day.
- 12—No business of moment shall be determined until it has been reported upon by the

appropriate Committee, unless it may appear that the Committee has neglected to fulfil its duty.

13—Every motion or resolution shall be in writing, and be read by the mover (who alone may make introductory remarks thereon), and when duly moved and seconded, and stated by the Chairman, shall be open for consideration.

14—After a resolution has been duly stated, it shall be deemed to be in possession of the Board, but it may be withdrawn at any time, with the sanction of the Board.

15—When any resolution is under consideration, no motion shall be received unless to adjourn, to lay on the table, the previous question, to postpone, to refer or to amend; which shall have precedence in the foregoing order.

16—A motion for reference, until it is decided, shall preclude all amendment of the main question.

17—The previous question, until it is decided, shall preclude all amendment of the main question, and shall be put without debate, in the following words: "That this question be now put." If this motion be resolved in the affirmative, the main question shall be put forthwith, without

any amendment or debate; but if the previous question be resolved in the negative, the main question may then be debated and amended.

18—A motion to adjourn the Board or to adjourn the debate shall always be in order and need not be in writing, and shall be decided without debate; no second motion to the same effect shall be made until after some intermediate proceeding shall have been had.

19—When any member desires to speak, he shall rise in his place and address his remarks to the Chairman, or presiding officer, confine himself to the question, and avoid personality. Should more than one member rise at once, the Chairman, or presiding officer, shall determine who is entitled to the floor.

20—No member, other than the one proposing a question or motion (who shall be permitted to reply), shall speak more than once without the leave of the Board, except in explanation of a material part of his remarks, which may have been misunderstood, but then he is not to introduce new matter. A reply is allowed to a member who has made a substantive motion, but not to any member who has moved an amendment, the previous question, or an instruction to a committee.

the previous
ive, the main
amended.

Board or to
e in order and
decided with-
he same effect
mediate pro-

to speak, he
is remarks to
confine him-
ality. Should
e, the Chair-
rmine who is

one propos-
be permitted
e without the
anation of a
h may have
not to intro-
d to a mem-
tion, but not
amendment,
on to a com-

21—The Chairman or any member may call a member to order while speaking, and the debate shall then be suspended, and the member shall not speak until the point of order is determined ; any member may appeal from the decision of the chair. All appeals shall be decided without debate.

22—Every member present, when a question is put, shall vote thereon, unless the Board shall excuse him, or unless he be personally interested in the question, in which case he shall not be obliged to vote.

23—Whenever a division is taken, either upon the appointment of an officer of the Board, the election of a Chairman, or upon a by-law, resolution, or for any other purpose, each member of the Board present voting, shall announce his vote upon the question, openly and individually in the Board, and the Secretary shall record the same ; and no vote shall be taken by ballot or by any other method of secret voting.

24—When the Chairman, or presiding officer, is putting a question, no member shall walk out of or across the room when a member is speaking, no other member shall hold discourse which may interrupt him, nor pass between him and the chair.

25—Any member of the Board may of right require the question or motion under discussion to be read for his information at any period of the debate, but not so as to interrupt a member speaking.

26—Upon a division of the Board the names of those who vote for and those who vote against the question shall be entered upon the minutes.

27—Any member presenting memorials or other papers addressed to the Board shall be accountable that they do not contain improper or impertinent matter, and no such memorial or other paper shall be read unless endorsed by the member presenting it.

28—Any member who shall present any petition, or make any application, or offer any scheme to or for consideration by the Board, in writing, with his name endorsed thereon, shall be at liberty to press and urge the same before any Committee to which the same may be referred.

29—When any petition, application or scheme with the name of any member endorsed thereon, shall be referred to any Committee, such member shall be duly notified of the meeting or meetings of the Committee at which the same is to be

d may of right
under discussion
at any period of
interrupt a member

board the names
who vote against
in the minutes.

memorials or
ard shall be ac-
tain improper or
ch memorial or
endorsed by the

resent any peti-
ffer any scheme
ard, in writing,
shall be at lib-
before any Com-
referred.

ation or scheme
endorsed thereon,
e, such member
ing or meetings
e same is to be

heard, considered or resolved upon, in the same manner as if he were a member thereof.

30—The mover of a Special Committee shall be a member of the same, and, whenever any measure is referred to a Special Committee, the introducer of the measure shall be a member of the Committee instructed to consider it.

31—No money appropriation shall be finally acted upon by the Board until it shall have been referred to the Standing Committee on Finance, except by a vote of two-thirds of the whole Board; and no money shall be paid by the Treasurer until ordered by the Board, such order being signed by the Secretary and by the Chairman, or in case of the Chairman's absence, by the Chairman of the Finance Committee, except coupons for Interest on Debentures and Pay Lists, which he is hereby authorized to pay on presentation; the latter being first signed by the Chairman of the Committee by which such pay lists are usually audited, and by the Chairman of the Finance Committee.

32—When a blank is to be filled in any By-Law, Report or Resolution, the question shall be first taken on the highest sum or number, and on the longest time proposed.

33—In all motions for the appointment of any person to any office in the gift of the Board, the names of all Candidates shall be submitted before any vote is taken and the Candidates shall be voted on separately in the order in which they are proposed.

34—After any question, except one of indefinite postponement, has been decided, any member who voted in the majority may, at the same, or at a subsequent meeting, move for a re-consideration thereof, but no discussion of the main question shall be allowed unless re-considered; nor shall any question be reconsidered more than once.

35—Any one or more of these rules may be at any time temporarily suspended, with the consent of two-thirds of the members present, except as provided in Rule 31.

36—All points of order or procedure, not provided for in the preceding rules, shall be decided in accordance with the rules of parliamentary procedure of the Canadian House of Commons.

37—There shall be annually appointed, at the first meeting of each newly elected Board, the following Committees which shall compose the Standing Committees of the Board:

pointment of any
of the Board, the
e submitted before
andidates shall be
er in which they

ot one of indefinite
ed, any member
y, at the same, or
or a re-considera-
of the main ques-
e-considered; nor
dered more than

e rules may be at
, with the consent
resent, except as

cedure, not pro-
shall be decided
of parliamentary
se of Commons.

appointed, at the
ected Board, the
shall compose the
ard:

1st.—Internal Management.

2nd.—Building.

3rd.—Finance and Supply.

4th.—The Chairman of the Board shall be a member of all Committees.

PROCEEDINGS IN COMMITTEE OF THE WHOLE.

38—Whenever it shall be moved and resolved that the Board go into Committee of the Whole upon any question, the Chairman shall leave the chair and appoint a Chairman of the Committee, who shall report the proceedings to the Chairman of the Board on his resuming the chair. The rules of the Board shall be observed in the Committee of the Whole, except the rules relating to divisions, and limiting the number of times of speaking,

39—A motion in Committee, to rise and report shall be decided without debate, and need not be in writing.

40—A motion in Committee of the Whole to rise without reporting, or that the Chairman leave the chair, shall always be in order and shall

take precedence of any other motion. On such motion debate shall be allowed, and on an affirmative vote the subject referred to the Committee shall be considered as disposed of in the negative, and the Chairman shall resume the chair and proceed with the next order of business.

41—Meetings of Committees shall be called by the Secretary on request of the Chairman, or, in his absence, on request of the Chairman of the Board. Should the Chairman of the Committee refuse or neglect to call the meeting, the Secretary shall call the same upon receiving the written request of a majority of the Committee.

REGULATIONS FOR CONDUCTING BUSINESS IN COMMITTEES.

42—The business of the Standing and Special Committees shall be conducted under the following regulations :

(1) The Chairman shall preside and shall have a vote on all questions submitted and in case of an equal division the question shall be decided in the negative.

(2) The Chairman shall sign all orders, accounts, pay lists and documents which the Committee may legally pass.

r motion. On such
d, and on an affirm-
d to the Committee
l of in the negative,
e the chair and pro-
business.

s shall be called by
e Chairman, or, in
e Chairman of the
a of the Committee
meeting, the Secre-
ceiving the written
mmittee.

DUCTING BUSI- TEES.

standing and Special
under the follow-

ide and shall have
ed and in case of
shall be decided in

n all orders, ac-
which the Com-

(3) In the absence of the Chairman one of the other members shall be elected to preside, and he shall discharge the duties of the Chairman during the meeting, or until the arrival of the Chairman at such meeting.

(4) The Minutes of the transactions of every Committee shall be accurately entered in a book provided for that purpose.

(5) The Rules of Order of the Board while in Committee of the Whole shall, as far as practicable, be observed by the Standing and Special Committees.

STANDING AND SPECIAL COMMITTEES.

43—The general duties of the Standing and Special Committees shall be :

(1) To report to the Board from time to time, as often as the interests of the Public Schools and Collegiate Institute may require, all matters connected with the duties imposed on them respectively, and to recommend such action by the Board in relation thereto, as may be deemed necessary or expedient.

(2) To give effect to such of their reports or recommendations as are adopted by the Board.

(3) To give effect through the proper officers to all orders and resolutions of the Board that relate to the duties of the Committee.

(4) To examine all accounts connected with the performance of any works or the purchase of any materials or goods under their supervision.

(5) To consider and report upon all matters referred to them by the Board or by the Chairman thereof.

INTERNAL MANAGEMENT COMMITTEE.

44—In addition to the duties prescribed by section 43, the duties of the Internal Management Committee shall be :

(1) Subject to the rules and regulations of the Department of Education and to the approval of the Board, to have the supervision and management of all matters connected with the teaching of the pupils.

(2) To recommend the engagement of Teachers and Caretakers, and the salaries to be paid.

of their reports or
ed by the Board.

the proper officers
of the Board that
mittee.

ts connected with
or the purchase of
their supervision.

upon all matters
or by the Chair-

T COMMITTEE.

es prescribed by
rnal Management

regulations of the
o the approval of
ion and manage-
with the teaching

ment of Teachers
to be paid.

(3) To recommend such regulations as may be deemed necessary or expedient for the efficient management of the schools.

BUILDING COMMITTEE.

45—In addition to the duties prescribed by section 43, the duties of the Building Committee shall be :

(1) To have the general supervision of school buildings, heating apparatus and grounds.

(2) To have charge of all repairs to buildings, and to report from time to time upon the expediency of purchasing, building, altering, enlarging or improving any school property.

FINANCE COMMITTEE.

46—In addition to the duties prescribed by section 43, the duties of the Finance and Supply Committee shall be :

(1) To report to the Board on or before the Second Thursday in February, the estimated receipts and expenditure for the current year.

(2) To regulate all matters connected with the receipt and payment of money, and to order

the adoption of such regulations in connection therewith as may be deemed necessary, and generally to manage the financial affairs of the Board.

(3) To annually advertise for tenders for books stationary and fuel, and recommend the acceptance by the Board of such tenders as may be considered satisfactory.

(4) To consider and report on all matters relating to supplies and printing required by the Board.

(5) All matters not designated as belonging or appertaining to any of the foregoing Committees shall belong to and be under the control of the Finance and Supply Committee, unless the Board shall refer the same to some other Committee.

SCHOOL DISTRICTS.

For school purposes, the city shall be divided into districts with such boundaries as may from time to time be determined by the Board.

Each district shall be under the supervision of a Head Master; and the general supervision of the Districts shall be under the immediate control of the Inspector.

SCHEDULE SHOWING THE DUTIES OF

1. The Inspector of the Public Schools.
2. The Principal of the Collegiate Institute.
3. The Vice-Principal of the Collegiate Institute.
4. The Masters and Teachers of the Collegiate Institute.
5. The Head Masters of Districts.
6. The Principals of the Public Schools.
7. The Public School Teachers.
8. The Head Directress of Kindergartens.
9. The Secretary of the Board.
10. The Treasurer of the Board.
11. The Messenger of the Board.
12. The Caretakers.

INSPECTOR.

The word "Schools" shall be deemed to be "Public Schools," unless otherwise expressed.

1. The Inspector shall be charged with the proper grading and harmonious working of all the schools as part of a general (Public and High School) system, in accordance with the Public Schools' Act, the regulations of the Education Department and the regulations of the Board.
2. He shall visit every school within the jurisdiction of the Board once in every month, and shall inspect every room therein at least once in every two months, and see that the regulations of the Board and Standing Committees are carried out. He shall make inquiry on every such visit, and ascertain if any children are absent from sickness, and if so, the nature thereof, and if any children come from a house where there is any contagious disease. He shall also inquire as to the sanitary condition of each school.
3. He shall take charge of the government of the schools, and direct and control the business of teaching.
4. He shall see that the pupils are taught the specified time each day, and that the Masters and Teachers are in attendance during the time prescribed by the Board of Education. Should any class be dismissed during the prescribed teaching hours, he shall report the same to the Internal

Management Committee and state the cause thereof.

5. He shall report all cases of irregularity of attendance on the part of any Teacher to the Internal Management Committee, at the meeting next ensuing.

6. He shall appoint temporarily a monitor to any class left without a teacher.

7. He shall arrange (with the assistance of Masters and Teachers), all regulations affecting Promotion Examinations.

8. His office shall be in the ~~Central School building~~ *City Hall*; his office hours shall be from 9 to 10 a. m., each teaching day.

9. He shall report monthly to the Internal Management Committee. The number of pupils on the roll, the average attendance, the fees collected, the number of schools visited by him during the month, the absence of teachers and pupils, the number of cases of corporal punishment, and the health reports of the pupils; the names of pupils suspended during the month and the cause of the suspensions.

10. He shall have charge of all Government Examinations connected with the schools.

11. He shall prepare an estimate of the probable quantity of books, stationery, printing, fuel and other supplies required for the ensuing year, and select samples of such stationery and printing and send the estimates and samples to the Secretary of the Board not later than the First of June in each year.
12. He shall not later than the First of March in each year report to the Board giving full statistics of the schools for the year ending 31st of December last past.
13. He shall attend all meetings of the Board, of the Internal Management Committee, and of any other Committee at which his attendance is requested by the Chairman.
14. He shall devote his whole time during school hours to the duties of his office, except during holidays and vacation.
15. He shall collect from the Principals of Schools all fees, including Model School fees, and pay the same to the Treasurer before the 15th of each month, and vouch for the accuracy of the fees after examination of Class Registers.

PRINCIPAL OF COLLEGIATE INSTITUTE.

1. He shall conduct the Collegiate Institute in accordance with the School Act and such regulations as may be issued from time to time by the Education Department and by the Board.

2. He shall prepare for the Internal Management Committee, a monthly report containing such information as may be called for from time to time.

3. He shall take charge of the government of the Collegiate Institute, and direct and control the business of teaching.

4. He shall attend all meetings of the Board, of the Internal Management Committee, and of any other Committee at which his attendance is requested by the Chairman.

VICE-PRINCIPAL OF COLLEGIATE INSTITUTE.

1. He shall collect all fees and make a report thereof to the Treasurer of the Board before the 15th of each month, and vouch for the accuracy of the fees after examination of Class Registers.

2. He shall see that each student pays the correct fee.

MASTERS AND TEACHERS OF THE COLLEGIATE INSTITUTE.

1. They are required to make themselves familiar with the Acts and Regulations of the Province relative to education, the amendments thereto and all such instructions as may be issued from time to time by the Board of Education.
2. They shall be in attendance at least 15 minutes before the time of assembling of classes and perform such duties connected with the assembling of students as the Principal may require of them.
3. They shall conduct the devotional exercises prescribed for opening the school.
4. They shall severally be held responsible for the improvement of their classes, for the safe-keeping of the furniture of their class rooms and for the proper discharge of school duties.
5. They shall not be absent from the school without permission from the Principal, except in cases of sickness.
6. They shall in their respective departments maintain order, enforce obedience and urge to application by such incentives as are consistent with the general regulations.

7. They shall use every means to check irregular attendance and negligence in their classes. In all cases of absence of pupils it shall be the duty of Masters and Teachers to ascertain the cause without delay, and report it in writing to the Principal, giving particulars of the case. Masters of Forms shall issue notice of absence to parents in all urgent cases.

8. They shall have power to suspend temporarily from their classes any pupil whose conduct in class is improper, and the pupil so suspended shall be reported to the Internal Management Committee by the Principal.

9. Each Department Master shall supervise the work of the other teachers in his department, he shall be responsible for the improvement of the pupils in his department throughout the school, and shall report to the principal any teacher whom he finds incompetent.

10. They shall attend all meetings of the staff at the call of the Principal, to consult in regard to the best interests of the Institute and to transact such business as may properly come before them.

11. Masters of Forms shall collect the monthly fees on the first or second teaching day of each

month and pay them over to the Vice-Principal at the end of the first week in each month.

12. They shall have charge of the school and yard in turn during noon hour.

HEAD MASTER OF DISTRICT.

1. The Head Master is required to make himself familiar with the Acts and Regulations of the Province relative to education, the amendments thereto and all such instructions as may be issued from time to time by the Board of Education.

2. He shall see that the general rules and regulations issued by the Department and any special rules (not inconsistent with them) which may be approved by the Board are duly and faithfully carried out.

3. He shall oversee the course of instruction prescribed for his District, maintain with justice, kindness and discretion efficient discipline, secure the cheerful and faithful co-operation of assistants, enforce upon Caretakers due attention to their duties, observe and cause to be observed in his District the Regulations of the Board and the instructions issued by the Inspector, keep

all necessary records and furnish to the Inspector all necessary reports.

4. He shall call meetings of his assistant teachers whenever necessary to consult on matters pertaining to the schools in his district.

5. He shall have charge of and teach the subjects prescribed for the highest grade in his district.

6. He shall promptly notify the Inspector of the absence of any teacher in his district.

7. He shall examine and assign to proper classes all new pupils applying for admission to the schools in his district.

8. In the event of an accident or any unusual occurrence in any school, the Head Master shall at once report the same to the Inspector who shall forthwith report to the Chairman of the Board, or in his absence to the Secretary of the Board.

PRINCIPAL OF PUBLIC SCHOOLS.

1. He shall teach the highest class in his school.

2. He shall immediately notify the parents of absent pupils.

3. He shall forward to the Head Master of his district and to the Inspector, such returns and reports as may be required.

TEACHERS.

1. They shall keep a register in which shall be entered :

1st.—Name of pupil in full.

2nd.—Names in full, occupation, religion, and street address of parents and guardians.

3rd.—Daily attendance of pupils.

4th.—Conduct, application and progress of pupils.

5th.—Age of each pupil.

2. They shall make such returns relating to school matters as may be required by the Principal, Head Master, Inspector or Board.

3. They shall be in attendance at the time prescribed by the Principal and shall carry out special rules prescribed by him for the government of the classes in his school.

4. They shall assist at all examinations for prizes and promotions, carry out the regulations

regarding weekly and monthly reports, registers, etc., open school in the manner prescribed by law, enforce such discipline in assembling and dismissing pupils as the Principal requires, attend such meetings of the teachers as the Inspector may call from time to time, and attend to supplies in the manner prescribed by the Principal.

HEAD DIRECTRESS OF KINDERGARTENS.

1. It shall be the duty of the Head Directress to visit the various Kindergarten classes from time to time and give such instructions to the Kindergarten Teachers as she may deem necessary for the proper carrying on of the work of her department.

MEETINGS.

1. Meetings of the masters and teachers may be called by the Inspector at any time, and all masters and teachers shall attend the said meetings.

SECRETARY OF THE BOARD.

1. He shall keep accurate minutes of the proceedings of the Board in a book provided for that purpose and have them printed and distributed

monthly to Members of the Board, and shall, when requested act as Secretary of all Standing Committees, attest all warrants and instruments under seal of the Board, preserve all books and papers placed under his care, notify in writing the Members of the Board of all meetings of the Board or of meetings of Committees.

2. He shall conduct all correspondence not specially within the department or arising directly out of the duties of the Inspector.

3. He shall make out the monthly Pay Lists of all salaries, and in a book prepared for the purpose, make out on the Treasurer, orders for the payment of all accounts passed by the Board. The Orders shall be signed by the Secretary and by the Chairman of the Board, or in the absence of the Chairman, by the Chairman of the Finance Committee.

4. He shall issue all orders for supplies or repairs, upon the written requisition of the Chairman of the Finance and Supply Committee or the Chairman of the Building Committee respectively and in the absence of either Chairman on the written requisition of the Chairman of the Board.

5. He shall promulgate all orders of the Board and of Committees, and generally act under the

authority of the Board and its Chairman, and of Committees and their Chairmen.

TREASURER.

1. He shall pay all Pay Lists when signed by the Chairman of the Committee, by which such pay lists are usually audited and by the Chairman of the Finance Committee, and all Orders when signed by the Secretary and Chairman of the Board, or in the absence of the Chairman, by the Chairman of the Finance Committee; and all cheques shall be signed by the Treasurer and by the Chairman of the Board.

2. He shall keep correct account of the finances of the Board, and hold the account subject to the inspection of any member thereof.

MESSENGER.

1. He shall perform the duties belonging to the office of messenger and act as Janitor in the rooms of the Board.

2. He shall perform such other duties as may be assigned him by the Secretary or by the Treasurer of the Board.

CARETAKER.

The duties of the Caretaker shall be.—

1. To see that the school is carefully swept and dusted between the close of the school on one day and the opening on the next; that the windows and walls are kept clean, and that the black-board, brushes and ledges are kept free from chalk-dust.
2. To see that the whole school is thoroughly scrubbed once during each of the Christmas, Easter and mid-summer vacations, and at such other times as the Principal may deem necessary.
3. To see that the yard and outhouses are kept clean and decent; that waterclosets are swept once a day and washed once a week between the 1st May and the 1st November, and at least once a month between November and May, if the weather permit, and at all times to use deodorizing material according to the directions given by the Building Committee.
4. To remove icicles from the roof and snow from the sidewalk as required by the City By-Laws and also remove the snow from the entrance steps, stairways, windows, entrance of cold air ducts, and all necessary paths or walks.

5.
man
the n

6.
taine
school
times

7.
condi
as no
to the

8.
missa
tilate

9.
once
with

10.
in the
the w
send t
count
weigh

11.
Princ

5. To take proper care of the furnaces, and manage them according to the directions given by the manufacturers thereof.

6. To see that the fires are lighted and maintained so as to secure a temperature of 65° during school hours, and not lower than 40° at all other times.

7. To keep all basements in a clean and tidy condition, and so manage the hot air supply as not to admit any of the basement atmosphere to the school rooms.

8. To open the doors and windows after dismissal at noon, and at 4 o'clock, in order to ventilate the rooms thoroughly.

9. To see that the ink-wells are cleaned out once a week, and that the ink cans are kept filled with good ink.

10. To receive the fuel, and store the same in the place assigned for it in the building, check the weight or measurement of each delivery, and send to the Secretary of the Board an exact account of the fuel, together with the certificate of weight or measurement.

11. To ring the school bell at such times as the Principal may direct.

12. To keep the grass properly cut and trimmed, and the school premises in a neat and tidy condition.

18. To report to the Principal any irregularity or impropriety which may come to his notice, committed within the buildings or upon the school grounds, and particularly anything which may interfere with the discharge of his duties.

14. To also perform any further duties that may be assigned by the Principal or by the Chairman of the Board.

Caretakers receiving a salary of \$300 a year or upwards are required to do all ordinary repairs, and to report to the Principal all extraordinary repairs required and to be in attendance during the whole school session and when absent they must at their own expense provide some person to remain in charge competent to discharge the duties required; such person to be approved by the Principal of the school.

EN

T

1.
and
the
char

2.
build

3.
ing t
groun
of the
from
50° du

4. T
the P
in his

5. T
and an
to see
conditi

6. T

ENGINEER AND CARETAKER OF THE
COLLEGIATE INSTITUTE AND ON-
TARIO NORMAL COLLEGE.

The duties of Engineer shall be .—

1. To have charge of the boiler room, boilers, and all the steam and other apparatus throughout the building, and to keep the rooms, under his charge in a clean and tidy condition.
2. To have charge of the ventilation of the building.
3. To keep up a sufficient pressure of steam during the season to keep the temperature of the ground floor hall or corridor, and all other parts of the building that are used or occupied, up to from 65° to 70° during the day, and from 45° to 50° during the night.
4. To do all ordinary repairs and to report to the Principal all extraordinary repairs required in his department.
5. To have charge of the fire hose, fire plugs and any appurtenances connected therewith and to see that they are at all times in an efficient condition.
6. To have charge of the grounds and walks.

around the building, attend to cutting the grass and watering the same, and to keep the lawns, shrubs, flower beds and the grounds generally in good order.

7. To receive all fuel, check the weight or measurement of each delivery, and send to the Secretary of the Board the certificate of such weight or measurement, and see that the fuel is delivered in every respect in accordance with the contract.

8. To perform any further duties that may be assigned to him by the Principal, or by the Chairman of the Board.

CARETAKER.

The duties of the Caretaker shall be :—

1. To see that the Building is carefully swept and dusted between the hour of closing on one day and the hour of opening on the next.

2. To see that the windows are kept clean, the blackboards cleaned daily, and the brushes and ledges kept free from chalk dust.

3. To see that the whole Building is scrubbed once during each of the following months: April,

May,
Decem

4. To
and d
wash
1st of
times
direct

5. To
steps,
ducts,

6. To
conditi
rooms

7. To
week a

8. To
session
own ex
in char
during
approve

9. To
examina

May, June, August, October, November and December.

4. To see that the water closets are kept clean and decent, that they are swept once a day, and washed once a week from the 1st of April to the 1st of November, (weather permitting) and at all times to use deodorizing material according to directions given him by the Principal.
5. To remove all ice and snow from the entrance steps, stairways, windows, entrances to cold air ducts, and all necessary paths.
6. To keep all basements in a clean and tidy condition, with the exception of the room or rooms occupied by the engineer.
7. To see that the ink wells are cleaned once a week and the same kept filled with good ink.
8. To be in attendance during the whole session, and, when absent, to provide at his own expense, some person or persons to remain in charge, competent to fill the duties required during his absence, such person or persons to be approved of by the Principal in charge.
9. To be in attendance during the midsummer examinations, and to perform such duties thereat

as may be required of him by the presiding examiner.

10. To report to the principal any irregularity or impropriety which may come to his notice within the college or upon the college grounds, or anything that may interfere with his duties.

11. To perform any further duties that may be assigned to him by the Principal or by the Chairman of the Board.

PUPILS.

1. Applications for admission to any of the Public Schools will be received every Monday morning at 9 o'clock by the Head Master of the District in which the applicant lives.

2. Each pupil is entitled to receive *a new book* when beginning a new subject, and to the use of the book while a pupil of the school.

3. They shall assemble every school day not later than 8.55 a.m., and 1.55 p.m.

4. Pupils who voluntarily absent themselves from school can only be re-admitted upon application being made to the Principal by the parent or guardian.

5. fore
of s
teac

6. natio
retur
by th

7. injur
forth

8. schoo
distric

9. V
anoth
the I
anoth
Maste

10. admiss
the In

11. taken
with t

5. No pupil shall be allowed to leave school before the time appointed for closing except in case of sickness or other emergency, and then the teacher's consent must first be obtained.

6. Pupils absent without a satisfactory explanation may lose their place in the class and upon returning must occupy any seat assigned them by the teacher.

7. Any property of the schools that may be injured or destroyed by pupils must be made good forthwith by the parent or guardian.

8. No pupil shall be received into any of the schools of the district who is not a resident of the district, except by authority of the Inspector. ✓

9. When pupils remove from one district to another they may be transferred by the order of the Inspector. Transfers from one school to another in the district may be made by the Head Master. ✓

10. All applications of non-resident pupils for admission to the public schools must be made to the Inspector. ✓

11. No subscriptions shall be allowed to be taken from the pupils for any purpose unless with the consent of the Board.

12. In addition to the foregoing, pupils shall be subject to the Acts respecting the Public and High Schools, and the Public Health.

REPORTS.

Weekly Reports shall be taken home by pupils on Friday evening and brought back on the Monday following, signed by a parent or a guardian.

FEES.

1. The Public School fees are due and shall be paid, on the first or second day of pupil's attendance.

The fees shall be as follows :

1. For pupils in the Kindergarten, Junior 1st., Senior 1st., and Junior 2nd., classes 10 cents per month.

2. For pupils of all other classes 20 cents per month.

3. For non-resident pupils or pupils whose parents or guardians are not public school supporters \$1.00 per month.

4. For pupils attending the Model School \$5.00 per term.

5. I
must
signed

6. A
Maste
of eac

The
be pai
attend

The

For

For

For

Pupi
month

All p
nish th

1. Ev
immedi
child, a

5. Each pupil must pay fees or in lieu thereof must give the teacher a printed exemption ticket signed by the Truant Officer.

6. All school fees shall be paid over by the Head Master to the Inspector on the fifth teaching day of each month.

The Collegiate Institute fees are due and shall be paid on the first or second day of the pupils attendance.

The fees shall be as follows :

For Form I, 25 cents per month.

For Forms II, III and IV, \$1.00 per month.

For non-resident pupils \$2.00 per month.

Pupils requiring special time tables \$3.00 per month.

All pupils of the Collegiate Institute shall furnish their own books.

DISCIPLINE.

1. Every case of suspension must be reported immediately to the parent or guardian of the child, and to the Inspector.

X 2. The Chairman of the Board, the Chairman of the Internal Management Committee, and the Inspector, shall decide all matters of dispute, arising out of school discipline, between parents and teachers in Public Schools, and if in Collegiate Institute, then by the said Chairmen and the Principal.

SUPPLIES AND REPAIRS.

1. All orders for supplies and repairs shall be issued by the Secretary of the Board upon receiving the written requisition of the Chairman of the Finance and Supply Committee or the Chairman of the Building Committee respectively, in the absence of either of them, then upon receiving the written requisition of the Chairman of the Board.

Adopted 10th day of January, 1901.

A. WOOLVERTON,
Chairman.

Absence
Adjourn

Adjourn
Appeal
Appoint
Blanks
Building
Business

on...
Calling
Caretake

Caretake
Chairman

Collegiate

INDEX.

	PAGE.
Absence of Chairman, provisions of.....	7
Adjournment of Board for want of quorum.....	5
" " at 11 o'clock.....	5
Adjournment, motions for.....	10
Appeal from decision of chair.....	11
Appointments, how made.....	14
Blanks in By-Laws or Resolutions, how filled.....	13
Building Committee, duties of.....	19
Business of moment not to be decided until reported on.....	8
Calling member to order.....	11
Caretakers, engagement of.....	18
" duties of.....	34
" receiving salary of \$800 and over to de- vote whole time to school.....	38
Caretaker Collegiate Institute, duties of.....	38
Chairman of Board, duties of.....	6
" absence of, provisions for.....	7, 13
" may vote on all questions.....	7
" to determine who is entitled to floor.....	10
" a member of all Committees.....	15
" of Committee of whole.....	15
" " " to preside at meetings.....	16
" " " to sign accounts, pay lists, &c.....	16
" " " absence of.....	17
Collegiate Institute, Principal, duties of.....	25
" " Vice " ".....	25
" " Masters and Teachers, duties of.....	26
" " Engineer, duties of.....	37
" " Caretaker, ".....	38

	PAGE.
Committee of Whole, proceedings in	15
" meetings, how called.....	16
" " regulations for conducting busi- ness	16
" " rules of order.....	17
Discipline of Pupils	43
" who to decide questions in dispute.....	44
Divisions to be recorded	12
Engineer of Collegiate Institute, duties of.....	37
Fees, Public School Pupils.....	42
" Collegiate Institute Pupils.....	43
" Pupils receiving special time tables.....	43
Finance Committee, duties of.....	19
Head Directress of Kindergartens, duties of.....	31
Head Masters of Districts, duties of.....	28
Inspector of Public Schools, duties of.....	21, 22
" to visit Schools.....	22
" to direct business of teaching.....	22
" to see that Pupils are taught required time	22
" to report irregularity of attendance of teachers.....	23
" to appoint monitors.....	23
" to arrange with Masters and Teachers, regulations affecting promotions.....	23
" office hours.....	23
" to report monthly.....	23
" " annually.....	24
" to have charge of examinations.....	23
" to prepare estimates of books, station- ery, fuel, etc.....	24
" to collect fees.....	24
Interest on Debentures, how to be paid.....	13
Internal Management Committees, duties of.....	18
Interruption of Member speaking.....	11

Meeting

"

"

"

Member

"

"

"

"

"

"

"

Minutes

Messenger

Monitor's

Money ap

" no

Motions f

Mover of

Names of

records

Notice of

Officers, l

Order of

Pay Lists,

Points of

Principal

Principals

Previous c

Proceedin

Public Sch

	PAGE.
Meetings of Teachers.....	31
“ of Board, when held.....	5
“ of Committees, how called.....	16
“ “ regulations for conducting business.....	16
Members, list of.....	3
“ not to speak on questions more than once.....	10
“ to address chair and avoid personalities... ..	10
“ may require motion to be read.....	12
“ presenting petitions to be responsible for “	12
“ presenting petitions to be at liberty to urge same.....	12
“ presenting petitions to be notified of Com- mittee Meeting.....	12
Minutes of Committee Meetings to be kept.....	17
Messenger of Board, duties of.....	33
Monitor's, how appointed.....	23
Money appropriations, how made.....	13
“ not to be paid by Treasurer until ordered by Board.....	13
Motions for reference.....	9
Mover of Special Committee to be a member of same	13
Names of members present when no quorum to be recorded.....	6
Notice of Special Meeting to state business.....	6
Officers, list of.....	4
Order of business.....	8
Pay Lists, how payable	13
Points of Order not provided for.....	14
Principal of Collegiate Institute, duties of.....	25
Principals of Public Schools, “	29
Previous question, how put.....	9
Proceedings in Committee of the Whole.....	15
Public School Inspector, duties of.....	21

	PAGE.
Public School Head Masters, duties of.....	28
“ Principals, duties of.....	29
“ Teachers, duties of.....	30
“ Caretakers, duties of.....	34
Pupils, application for admission.....	40
“ absenting themselves.....	40
“ absence of, will forfeit seat.....	41
“ assembling of.....	40
“ entitled to new book.....	40
“ injuring school property.....	41
“ not to leave school before hour of closing.....	41
“ non-resident application for admission.....	41
“ Reports.....	42
“ subscriptions by, prohibited.....	41
“ to attend school in district where resident.....	41
“ transfers, of.....	6
Quorum, what constitutes.....	14
Reconsideration motion for.....	44
Repairs, who to order.....	23, 24
Reports of Pupils.....	9
“ of Inspector.....	9
Resolutions to be in writing.....	14
“ after being stated may be withdrawn.....	17
Rules, suspension of.....	20
Rules of Order for Committee Meetings.....	11
School Districts.....	31
Secret Voting Prohibited.....	6
Secretary of Board, duties of.....	6
Special Meetings, how called.....	6
“ business to be transacted at.....	17
“ Committees, general duties of.....	4, 15
Standing Committees, list of.....	14
“ when appointed.....	17
“ general duties of.....	41
Subscriptions by pupils prohibited.....	44
Supplies, who to order.....	18
Teachers, engagement of.....	30
“ of Public Schools, duties of.....	31
“ Meetings of.....	33
Treasurer of Board, duties of.....	25
Vice-Principal of Collegiate Institute, duties of.....	11
Voting to be open.....	14
“ on appointments, order of.....	

E.
28
29
30
34
0
0
1
0
0
0